



Data Quality Clean Up: Q2: Personally Identifiable Information

For Q2, we will be working to identify Client Doesn't Know/Refused, Information Missing and Data Issues around Name, SS#, DOB, Race, Ethnicity, Gender

The extensive work you all have done in the old APR format has left only minor issues in the new Data Quality Report. These quick things will get you cleaned up in no time.

Identify which clients are flagging as errors by reading the Q2 spreadsheet from the DQ Detail Report. Search client ID and come to client dashboard.

Go to Household Members-click directly on that, not the side bar that pops out (I mean, who would spend an hour wondering why she can't see anything she used to be able to see...oh, wait...). You will then make it here

The screenshot shows the ClientTrack 15 web application interface. At the top, there's a navigation bar with "ClientTrack™" and "Clients" tabs. A search bar contains "flash g". Below the navigation bar, the user is logged in as "Flash Gordon" with a profile picture and a bell icon. The main content area is titled "Family Members" and contains a message about family members and a workflow to enroll them. Below this is a table with 3 results found (+1). The table has columns for First Name, Middle Name, Last Name, Suffix, Name Quality, Birth Date, Age, Birth Date Quality, and Gender. The first three rows are for "Flash", "Ineeda", and "Captain", all with "Full name reported" for Name Quality and "Full DOB Reported" for Birth Date Quality. The last row is a placeholder with "-- SELECT --". At the bottom right of the table area is a graduation cap icon. At the bottom of the page are "Save", "Save & Close", and "Cancel" buttons. The Windows taskbar is visible at the very bottom with various application icons and a system clock showing 5:33 PM on 5/18/2017.

When you get to Family Members, update anything missing for SS#, DOB, Race, Ethnicity, Gender. As a reminder, the name error is generally related to the migration. To fix that you just hit SAVE and the system will use internal logic to correct the DQ issues.